CHAPTER 4 :

ENTERING AUTHORIZATIONS

PURPOSE

In this chapter, you will learn how to enter authorizations on-line to accounts in the ASAP system.

AUTHORIZATIONS

Authorizations in ASAP are the primary transactions whereby the awarding Federal Agency adds funds to or removes funds from the available balance of an ASAP account. Authorization amounts generally correspond to award amounts, award amendments, obligations, or other such sources. An authorization which adds funds is called an **increase** authorization, and one which removes funds is called a **decrease** authorization. The authorization process has two parts, **entry** and **certification**, as described below.

ENTRY

First the awarding Federal Agency must **enter** the authorization into the ASAP system, which may be accomplished on-line or via submission of a batch file. Authorizations are entered to accounts, which must be created before authorization entry can take place. On-line authorization entry is available from 8:30 am to 9 pm ET; batch files may be submitted 24 hours a day. End of day reports sent automatically to the Federal Agency list all authorizations certified by the Agency on the date of the report.

While the concepts discussed here apply to all authorizations, the examples in this chapter will cover only on-line authorization entry. For more information on batch entry, consult your servicing RFC.

CERTIFICATION

After an authorization transaction is entered into ASAP, it must be certified by the appropriate person at the Federal Agency before it is applied to the available balance of an ASAP account. All authorizations, both those entered on-line and those entered via batch files, are certified in the on-line system. See the next chapter of this guide for more information on the certification process.

AVAILABILITY OF FUNDS

When entering an authorization into ASAP, the Federal Agency must specify an **effective date**. Authorization transactions can be made effective for the current date, a future date, or a previous date. When the Federal Agency certifies the authorization, the system will **apply** the authorization to the available balance of the appropriate ASAP account according to the specified effective date. **The amount of funds available for recipient drawdown is only affected by an authorization when it is applied.** Below are some common scenarios; in all cases, the ASAP system records the applied date as an indicator of when the funds actually became available in ASAP.

<   If the authorization is certified on the **same** date as its effective date, the transaction is applied immediately to update the available balance. (Applied date = effective date = date certified)

<   If the authorization is certified on any date **after** its effective date, the transaction is also applied immediately to update the available balance. (Applied date = date certified, which is after the effective date)

<   If the authorization is certified on any date **before** its effective date (i.e., a future dated authorization), the transaction will be applied to the available balance on the effective date. (Applied date = effective date, which is after the date certified). Once certified, future dated authorizations are said to be **warehoused**, as explained below.

WAREHOUSING

Future dated authorization transactions can be warehoused up to 1 year and 1 day beyond the date of entry. Once certified, warehoused authorizations will be applied automatically to the appropriate ASAP account when the specified effective date is equal to the current system date. Warehoused authorizations are applied as part of start of day operations (5:00 a.m. ET) on the day they become effective.

Note: A warehoused decrease authorization which causes an account balance to drop **below zero** on the effective date will be **rejected** when the system attempts to apply it. Federal Agencies are encouraged to make decreases effective immediately wherever possible.

CASH MANAGEMENT EFFECT

Authorization transactions in ASAP are similar to ledger entries. When applied, they change the amount of funds available for recipient drawdown in ASAP, but no funds actually leave the U.S. Treasury until a payment request settles at the payment requestor's financial institution.

ON-LINE AUTHORIZATION ENTRY

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in the on-line authorization entry function and are worth special mention here.

<   **Agency Reference Number** - An optional free-form 15 position alphanumeric field which can be entered on the Authorization Entry Prompt screen or the Authorization Entry screen. The Agency Reference Number may be used to annotate each page of authorization transactions as they are entered into the system.

<   **Authorization Amount** - The dollar amount of the authorization for each desired account. The amount is not to exceed $99,999,999,999.99.

<   **Effective Date** - You may enter the current date, any past date, or any future date up to one year and one day from the current date. The value entered on the prompt will carry over to the next screen, where it will appear as the default Effective Date for each individual authorization transaction. These default values can be modified while on the Authorization Entry screen.

<   **Group ID** -If the agency entered a Group ID on any of its account profiles, this field may be entered on the prompt to display a group of accounts for which authorizations may be entered. If no Group ID is entered, all accounts for the specified ALC and Recipient ID combination will be displayed.

<   **I/D** - The Increase/Decrease Indicator. You must use this field to indicate whether an authorization is an **increase (I)** or a **decrease (D)** to the available balance. The system will not allow authorizations to decrease available balances below zero.

<   **Authorization Sequence Number** - An identifier assigned by the system to each authorization entry session. For on-line entry, a session corresponds to one page (screen) of authorizations.

<   **ITM** - A system generated field containing the **item number** assigned by ASAP to each authorization transaction upon posting. Item Numbers are sequential beginning with "1" within each authorization sequence number.

<   **STA** - The **status** assigned by the system to each authorization upon posting. The status for an authorization once it has been entered and posted will be "U" for "uncertified".

SCREEN ACTIONS

Once you are on the Authorization Entry screen, you must specify one of the **Actions** below and press Enter before leaving the screen.

< **P=POST** - The system edits your entries for errors, and returns any error messages to the screen. Entry errors will be highlighted for correction. If no errors are found, your entries are posted to a queue to await certification.

> **Please note**: Posting the authorization entry DOES NOT update the account balance: only certified authorizations can update the account balance.

> Also, multiple screens of authorizations MUST BE POSTED INDIVIDUALLY (one screen at a time).

< **V=VALIDATE** - The system edits your entries for errors. You are notified by screen message if there are errors and also if there are no errors. Entry errors will be highlighted for correction. However, the entries are not processed beyond validation.

< **R=REFRESH** - All data that you have entered on the screen is erased.

< **E=ESCAPE** - Indicates that you wish to leave the screen without posting any data. You may cancel an authorization entry session at any point before posting by entering "E" for escape.

FUNCTION KEYS TO NOTE

< **F10=RO** - Returns you to the prompt and allows you to specify another Recipient ID in order to display its accounts with your agency for authorization entry.

ADDITIONAL INFORMATION

Each Federal Agency can enter authorizations only for its own accounts (those containing its ALC/Region).

GUIDE TO THE EXAMPLES

In this chapter you will learn how to:

<   Enter increase authorizations with an effective date equal to the current date. (Example 1)

<   Enter increase authorizations with a future effective date. (Example 2)

<   Enter decrease authorizations with an effective date equal to the current date. (Example 3)

GETTING STARTED

Each of the examples in this chapter begins at the Authorization Entry Prompt screen. The steps to reach this screen from the ASAP Main Menu are the same in all cases and so are not repeated in each example. Rather, they appear on the following pages.

STEP 1: ACTION

Type 3 for the Federal Agency Functions Menu and press Enter.

```
SP010A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP010AO                          MAIN MENU                          HH:MM:SS
08/02/2000 T


                    <1>  PAYMENT REQUEST PROCESSING
                    <2>  INQUIRY MENU
                    <3>  FEDERAL AGENCY FUNCTIONS MENU
                    <4>  RFC FUNCTIONS MENU
                    <5>  FRB SUPPORT PROCESSING
                    <6>  REPORT REQUEST MENU
                    <7>  NOTIFICATIONS


                    ASAP ID              ENTER SELECTION NUMBER: 3
          ORGANIZATION ACCESS CODE              PRESS ENTER


          F2=EXIT
```

STEP 1: RESULT

The Federal Agency Functions Menu appears.

```
SP060A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP060AO                   FEDERAL AGENCY FUNCTIONS MENU              HH:MM:SS
08/02/2000 T




                    <1>  ACCOUNT FUNCTIONS MENU

                    <2>  AUTHORIZATION ENTRY PROMPT

                    <3>  AUTHORIZATION CERTIFICATION MENU

                    <4)  REVIEW PAYMENT REQUESTS PROMPT






                                   ENTER SELECTION NUMBER:
                                   PRESS ENTER


          F2=EXIT              F5=MAIN
```

STEP 2: ACTION

On the Federal Agency Functions Menu, select option 2 for the Authorization Entry Prompt and press Enter.

```
 SP060A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
 SP060AO                   FEDERAL AGENCY FUNCTIONS MENU                  HH:MM:SS
 08/02/2000 T



                        <1>  ACCOUNT FUNCTIONS MENU

                        <2>  AUTHORIZATION ENTRY PROMPT

                        <3>  AUTHORIZATION CERTIFICATION MENU

                        <4>  REVIEW PAYMENT REQUESTS PROMPT




                                           ENTER SELECTION NUMBER: 2
                                           PRESS ENTER

          F2=EXIT              F5=MAIN
```

STEP 2: RESULT

The Authorization Entry Prompt screen appears.

```
 SP070A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
 SP070AO                    AUTHORIZATION ENTRY PROMPT                   HH:MM:SS
 08/02/2000 T

 ENTER:

      AGENCY LOCATION CODE/REGION:  11000001  /         SHORT NAME: US MONEY1

      EFFECTIVE DATE:    /   /

      RECIPIENT ID:                             SHORT NAME:

      GROUP ID:

      AGENCY REFERENCE NUMBER:



             F4=MENU   F5=MAIN
```

EXAMPLE ONE

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Using the Authorization Entry feature, we will enter authorizations for existing accounts that will increase the available balances for an effective date that is equal to the current date.

STEP 1: ACTION

Fill in the prompt screen as indicated below and press Enter.

```
SP070A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP070AO                       AUTHORIZATION ENTRY PROMPT              HH:MM:SS
08/02/2000 T


ENTER:


       AGENCY LOCATION CODE/REGION:  11000001 /        SHORT NAME: US MONEY1


       EFFECTIVE DATE: 08 /02/ 2000


       RECIPIENT ID: 0101111                           SHORT NAME:


       GROUP ID:


       AGENCY REFERENCE NUMBER:


            F4=MENU   F5=MAIN
```

STEP 1: RESULT

The Authorization Entry screen appears with all accounts for the Federal Agency - Recipient
Organization combination specified on the prompt.

```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP075A0                    AUTHORIZATION ENTRY SCREEN                HH:MM:SS
08/02/2000 T


AGENCY LOCATION CODE/REGION: 11000001 /         SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                           SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000          AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:


GROUP        ACCOUNT ID         AUTHORIZATION AMT  I/D  EFFECT DATE   STA  ITM
       F1R10001         _____  _    08 / 02 / 2000
       F1R10002         _____  _    08 / 02 / 2000
       F1R10003         _____  _    08 / 02 / 2000
       F1R10004         _____  _    08 / 02 / 2000
       F1R10005         _____  _    08 / 02 / 2000
       F1R10006         _____  _    08 / 02 / 2000
       F1R10007         _____  _    08 / 02 / 2000
       F1R10008         _____  _    08 / 02 / 2000
       F1R10009         _____  _    08 / 02 / 2000



ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
                                         F8=PGDN
```

STEP 2: ACTION

Enter the **AUTHORIZATION AMT** and enter an **I** in the I/D field to enter an increase. Type a **P** in the **ACTION** field and press Enter to post the authorization.

```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP075A0                      AUTHORIZATION ENTRY                        HH:MM:SS
08/02/2000 T


AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000           AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:


GROUP          ACCOUNT ID         AUTHORIZATION AMT  I/D  EFFECT DATE   STA  ITM
        F1R10001              500000               I  08 / 02 / 2000
        F1R10002              500000               I  08 / 02 / 2000
        F1R10003              500000               I  08 / 02 / 2000
        F1R10004              500000               I  08 / 02 / 2000
        F1R10005              500000               I  08 / 02 / 2000
        F1R10006              600000               I  08 / 02 / 2000
        F1R10007            _____ _  08 / 02 / 2000
        F1R10008            _____ _  08/ 02 / 2000
        F1R10009            _____ _  08 / 02 / 2000


ACTION:  P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
                                                 F8=PGDN
```

STEP 2: RESULT

The system posts your entries.

```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP075A0                      AUTHORIZATION ENTRY                        HH:MM:SS
08/02/2000 T


AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000           AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER: 08/02/2000  E1L2D00X 000001  1045123


GROUP          ACCOUNT ID         AUTHORIZATION AMT  I/D  EFFECT DATE   STA  ITM
        F1R10001                $500,000.00   I  08 / 02 / 2000   U   01
        F1R10002                $500,000.00   I  08 / 02 / 2000   U   02
        F1R10003                $500,000.00   I  08 / 02 / 2000   U   03
        F1R10004                $500,000.00   I  08 / 02 / 2000   U   04
        F1R10005                $500,000.00   I  08 / 02 / 2000   U   05
        F1R10006                $600,000.00   I  08 / 02 / 2000   U   06
        F1R10007                              08 / 02 / 2000
        F1R10008                              08 / 02 / 2000
        F1R10009                              08 / 02 / 2000


ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
      F3=PRMT F4=MENU F5=MAIN              F8=PGDN      F10=RO
  I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 3: ACTION

Press F3=PRMT to return to the Authorization Entry Prompt screen.

```
 SP075A         AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP075A0                    AUTHORIZATION ENTRY                     HH:MM:SS
 08/02/2000 T


 AGENCY LOCATION CODE/REGION:  11000001 /         SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
 EFFECTIVE DATE: 08/02/2000          AGENCY REFERENCE NUMBER:
 AUTHORIZATION SEQUENCE NUMBER: 08/02/2000  E1L2D00X 000001 1045123


 GROUP         ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE    STA   ITM
       F1R10001                      $500,000.00    I  08 / 02 / 2000   U    01
       F1R10002                      $500,000.00    I  08 / 02 / 2000   U    02
       F1R10003                      $500,000.00    I  08 / 02 / 2000   U    03
       F1R10004                      $500,000.00    I  08 / 02 / 2000   U    04
       F1R10005                      $500,000.00    I  08 / 02 / 2000   U    05
       F1R10006                      $600,000.00    I  08 / 02 / 2000   U    06
       F1R10007                                        08 / 02 / 2000
       F1R10008                                        08 / 02 / 2000
       F1R10009                                        08 / 02 / 2000


 ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)


       F3=PRMT F4=MENU F5=MAIN                 F8=PGDN      F10=RO
 I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 3: RESULT

The Authorization Entry Prompt screen appears.

```
 SP070A         AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP070AO                  AUTHORIZATION ENTRY PROMPT               HH:MM:SS
 08/02/2000 T



 ENTER:


       AGENCY LOCATION CODE/REGION:  11000001 /        SHORT NAME: US MONEY1


       EFFECTIVE DATE:    08/02/2000


       RECIPIENT ID: 0101111                           SHORT NAME: GRAY U


       GROUP ID:


       AGENCY REFERENCE NUMBER:




            F4=MENU  F5=MAIN
```

EXAMPLE TWO

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Using the Authorization Entry feature, we will enter warehoused authorizations that will increase the available balances for a future effective date.

STEP 1: ACTION

Fill in the prompt screen with an effective date for a future date as indicated below and press Enter.

```
 SP070A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP070AO                    AUTHORIZATION ENTRY PROMPT                HH:MM:SS
 08/02/2000 T


 ENTER:

       AGENCY LOCATION CODE/REGION:  11000001 /        SHORT NAME: US MONEY1

       EFFECTIVE DATE: 10/01/2000

       RECIPIENT ID: 0101111                           SHORT NAME: GRAY U

       GROUP ID:

       AGENCY REFERENCE NUMBER:


            F4=MENU   F5=MAIN
```

STEP 1: RESULT

The Authorization Entry screen appears with all accounts for the Federal Agency - Recipient
Organization combination specified on the prompt.

```
 SP075A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP075A0                    AUTHORIZATION ENTRY                       HH:MM:SS
 08/02/2000 T

 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
 EFFECTIVE DATE: 10/01/2000          AGENCY REFERENCE NUMBER:
 AUTHORIZATION SEQUENCE NUMBER:

 GROUP         ACCOUNT ID        AUTHORIZATION AMT  I/D  EFFECT DATE   STA  ITM
         F1R10001           _____  _   10 / 01 / 2000
         F1R10002           _____  _   10 / 01 / 2000
         F1R10003           _____  _   10 / 01 / 2000
         F1R10004           _____  _   10 / 01 / 2000
         F1R10005           _____  _   10 / 01 / 2000
         F1R10006           _____  _   10 / 01 / 2000
         F1R10007           _____  _   10 / 01 / 2000
         F1R10008           _____  _   10 / 01 / 2000
         F1R10009           _____  _   10 / 01 / 2000


 ACTION:   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)

                                      F8=PGDN
```

STEP 2: ACTION

Enter the **AUTHORIZATION AMT** and enter an **I** in the I/D field to enter an increase. Type a **P** in the **ACTION** field and press Enter to post the authorization.

```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0                   AUTHORIZATION ENTRY                      HH:MM:SS
08/02/2000 T


AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
EFFECTIVE DATE: 10/01/2000            AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:


GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE   STA  ITM
        F1R10001                                          10 / 01 / 2000
        F1R10002                                          10 / 01 / 2000
        F1R10003                                          10 / 01 / 2000
        F1R10004                                          10 / 01 / 2000
        F1R10005                                          10 / 01 / 2000
        F1R10006                                          10 / 01 / 2000
        F1R10007              80000                   I   10 / 01 / 2000
        F1R10008              90000                   I   10 / 01 / 2000
        F1R10009              100000                  I   10 / 01 / 2000
ACTION:  P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
                                                    F8=PGDN
```

STEP 2: RESULT

The system posts your entries.

```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0                   AUTHORIZATION ENTRY                      HH:MM:SS
08/02/2000 T


AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
EFFECTIVE DATE: 10/01/2000            AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER: 10/01/2000 E1L2D00X 000002 1222321


GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE   STA  ITM
        F1R10001                                          10 / 01 / 2000
        F1R10002                                          10 / 01 / 2000
        F1R10003                                          10 / 01 / 2000
        F1R10004                                          10 / 01 / 2000
        F1R10005                                          10 / 01 / 2000
        F1R10006                                          10 / 01 / 2000
        F1R10007               $80,000.00  I   10 / 01 / 2000   U   01
        F1R10008               $90,000.00  I   10 / 01 / 2000   U   02
        F1R10009              $100,000.00  I   10 / 01 / 2000   U   03


ACTION:   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
        F3=PRMT F4=MENU F5=MAIN       F8=PGDN           F10=RO F11=ACCT
 I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 3: ACTION

Press F3=PRMT to return to the Authorization Entry Prompt screen.

```
 SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP075A0                    AUTHORIZATION ENTRY                         HH:MM:SS
 08/02/2000 T

 AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
 EFFECTIVE DATE: 10/01/2000          AGENCY REFERENCE NUMBER:
 AUTHORIZATION SEQUENCE NUMBER: 10/01/2000 E1L2D00X 000002 1222321

 GROUP       ACCOUNT ID        AUTHORIZATION AMT  I/D  EFFECT DATE   STA  ITM
        F1R10001                                       10 / 01 / 2000
        F1R10002                                       10 / 01 / 2000
        F1R10003                                       10 / 01 / 2000
        F1R10004                                       10 / 01 / 2000
        F1R10005                                       10 / 01 / 2000
        F1R10006                                       10 / 01 / 2000
        F1R10007              $80,000.00   I  10 / 01 / 2000   U   01
        F1R10008              $90,000.00   I  10 / 01 / 2000   U   02
        F1R10009             $100,000.00   I  10 / 01 / 2000   U   03

 ACTION:   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
        F3=PRMT F4=MENU F5=MAIN          F8=PGDN              F10=RO F11=ACCT
 I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 3: RESULT

The Authorization Entry Prompt screen appears.

```
 SP070A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP070AO                  AUTHORIZATION ENTRY PROMPT                   HH:MM:SS
 08/02/2000 T

 ENTER:

       AGENCY LOCATION CODE/REGION:  11000001 /       SHORT NAME: US MONEY1

       EFFECTIVE DATE: 10/01/2000

       RECIPIENT ID: 0101111                          SHORT NAME: GRAY U

       GROUP ID:

       AGENCY REFERENCE NUMBER:




          F4=MENU  F5=MAIN
```

EXAMPLE THREE

Using the Authorization Entry feature, we will enter authorizations for existing accounts that will decrease the available balances for an effective date that is equal to the current date.

STEP 1: ACTION

Fill in the prompt screen as indicated below and press Enter.

```
SP070A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP070AO                     AUTHORIZATION ENTRY PROMPT                 HH:MM:SS
08/02/2000 T


ENTER:


       AGENCY LOCATION CODE/REGION:  11000001 /        SHORT NAME: US MONEY1


       EFFECTIVE DATE: 08 /02/ 2000


       RECIPIENT ID: 0101111                           SHORT NAME: GRAY U


       GROUP ID:


       AGENCY REFERENCE NUMBER:



            F4=MENU   F5=MAIN
```

STEP 1: RESULT

The Authorization Entry screen appears with all accounts for the Federal Agency - Recipient
Organization combination specified on the prompt.

```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP075A0                    AUTHORIZATION ENTRY                         HH:MM:SS
08/02/2000 T


AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000          AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:

GROUP        ACCOUNT ID        AUTHORIZATION AMT  I/D  EFFECT DATE   STA  ITM
        F1R10001          _____  _   08 / 02 / 2000
        F1R10002          _____  _   08 / 02 / 2000
        F1R10003          _____  _   08 / 02 / 2000
        F1R10004          _____  _   08 / 02 / 2000
        F1R10005          _____  _   08 / 02 / 2000
        F1R10006          _____  _   08 / 02 / 2000
        F1R10007          _____  _   08 / 02 / 2000
        F1R10008          _____  _   08 / 02 / 2000
        F1R10009          _____  _   08 / 02 / 2000



ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
                                              F8=PGDN
```

STEP 2: ACTION

Enter the **AUTHORIZATION AMT** and enter a **D** in the I/D field to enter a decrease. Type a **P** in the **ACTION** field and press Enter to post the authorization.

```
 SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP075A0                      AUTHORIZATION ENTRY                      HH:MM:SS
 08/02/2000 T


 AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
 EFFECTIVE DATE: 08/02/2000          AGENCY REFERENCE NUMBER:
 AUTHORIZATION SEQUENCE NUMBER:

 GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE   STA  ITM
          F1R10001                                          08 / 02 / 2000
          F1R10002                                          08 / 02 / 2000
          F1R10003                                          08 / 02 / 2000
          F1R10004                                          08 / 02 / 2000
          F1R10005                                          08 / 02 / 2000
          F1R10006              100000              D        08 / 02 / 2000
          F1R10007                                          08 / 02 / 2000
          F1R10008                                          08 / 02 / 2000
          F1R10009                                          08 / 02 / 2000

 ACTION:  P  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
                                                       F8=PGDN
```

STEP 2: RESULT

The system posts your entries.

```
 SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP075A0                      AUTHORIZATION ENTRY                      HH:MM:SS
 08/02/2000 T


 AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
 EFFECTIVE DATE: 08/02/2000          AGENCY REFERENCE NUMBER:
 AUTHORIZATION SEQUENCE NUMBER:  08/02/2000 E1L2D00X 000003 1445330


 GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE   STA  ITM
          F1R10001                                          08 / 02 / 2000
          F1R10002                                          08 / 02 / 2000
          F1R10003                                          08 / 02 / 2000
          F1R10004                                          08 / 02 / 2000
          F1R10005                                          08 / 02 / 2000
          F1R10006              $100,000.00   D             08 / 02 / 2000    U    01
          F1R10007                                          08 / 02 / 2000
          F1R10008                                          08 / 02 / 2000
          F1R10009                                          08 / 02 / 2000

 ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
      F3=PRMT F4=MENU F5=MAIN                  F8=PGDN      F10=RO   F11=ACCT
 I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 3: ACTION

Press F5=MAIN to return to the Main Menu.

```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0                      AUTHORIZATION ENTRY                       HH:MM:SS
08/02/2000 T


AGENCY LOCATION CODE/REGION:  11000001 /           SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000          AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:  08/02/2000 E1L2D00X 000003 1445330


GROUP         ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE    STA  ITM
        F1R10001                                         08 / 02 / 2000
        F1R10002                                         08 / 02 / 2000
        F1R10003                                         08 / 02 / 2000
        F1R10004                                         08 / 02 / 2000
        F1R10005                                         08 / 02 / 2000
        F1R10006                    $100,000.00    D   08 / 02 / 2000   U    01
        F1R10007                                         08 / 02 / 2000
        F1R10008                                         08 / 02 / 2000
        F1R10009                                         08 / 02 / 2000


ACTION:   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
     F3=PRMT F4=MENU F5=MAIN                   F8=PGDN     F10=RO   F11=ACCT
I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 3: RESULT

The Main Menu appears.

```
SP010A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP010AO                            MAIN MENU                         HH:MM:SS
08/02/2000 T



                <1>  PAYMENT REQUEST PROCESSING
                <2>  INQUIRY MENU
                <3>  FEDERAL AGENCY FUNCTIONS MENU
                <4>  RFC FUNCTIONS MENU
                <5>  FRB SUPPORT PROCESSING
                <6>  REPORT REQUEST MENU
                <7>  NOTIFICATIONS




              ASAP ID               ENTER SELECTION NUMBER:
     ORGANIZATION ACCESS CODE              PRESS ENTER



     F2=EXIT
```